

Vendors in SSIS: Additional Entry

New Vendor Entry

All new vendors must first be entered in your County Accounting System and imported into SSIS using the Vendor Import process (except Tribal agencies who do not use vendor Import). The Import process is scheduled in SSIS Admin. Once the vendor is imported into SSIS you may need to enter additional information for Service Arrangements, Payments, and IV-E Claiming.



Reference: Refer to the SSIS Worker Business Organization module for additional information that you can enter, if needed.

New Address, Phone or Email:

The screenshot shows the 'Business Organization Search' interface. On the left is a tree view with the following structure:

- Business Organization Search
 - AFTER TODAY GROUP HOME
 - Address/Phone/Email
 - Payment: 12/05/2005
 - Physical location: 11/12/2010
 - Payment
 - Other/Unknown: 06/08/2011
 - Client Will Serve Preferences
 - Licenses
 - Services Offered
 - Professional Collaterals
 - Fiscal Details

The main form on the right is titled 'New Address, Phone or Email' and contains the following fields:

Type	Name
Address	Payment: 12/05/2005
Address	Physical location: 11/12/2010
Phone	Payment
Address	Other/Unknown: 06/08/2011

Below the table is a detailed form for adding a new entry:

- Type: Other/Unknown (dropdown)
- Effective Date: 06/08/2011 (dropdown)
- End Date: (dropdown)
- In Care Of: (text field)
- Street Address line 1: (text field)
- City: (text field)
- Street Address Line 2: (text field)
- State: MN (dropdown)
- Zip code: (text field)
- Zip + 4: (text field)
- Street Address Line 3: (text field)
- County: (dropdown)
- Foreign State/Province: (text field)
- Foreign Post Code: (text field)
- Foreign Country: (text field)
- Directions/Comments: (text area)

The Payment (type) address and Payment (type) phone import from your County Accounting System. SSIS recommends that you enter the Physical Location of the vendor.



Add a New Address/Physical Location:

1. From Searches>Business Organization Search or from Searches/Logs> Business Organization Search
2. Access **Action** and select **New Address**.
3. Select **Physical Location** from the **Type** field.
4. Enter **today's date** as the Effective Date and complete required fields.
 - Only one physical location address can be effective at one time.
5. Enter any **Comments** needed.
6. **Save**.

Vendors License Entry

ini	License Type	Provider License Number	License Effective Date	License Expiration Date	License Status
	Group home	DC0022	07/01/2005	06/30/2008	Granted
	Child foster care	12324	01/01/2007	12/31/2007	Granted

License Site / Facility

Type: Corporate License

Classification: Emergency Interim Permanent

License Status: Status: Updated:

Capacity: License #/Version: Effective Date: Expiration Date:

Preferences: Clients: No preference Developmentally delayed Emotionally disturbed/mentally ill

Min/Max Age: Gender:

IV-E Facility Type:

License Issuance: Licensed By: Issued By:

County Name: Tribe:



Enter New License:

1. Select the **Licenses** folder in the Tree View and access the **Action** menu.
2. Select **New License**.
3. Complete all fields.
4. Click **Save**.
5. Access **Action** and select **New License** to complete multiple licenses if needed.



Hints:

- Use the **Title IV-E Per Diems for Group Facilities Search** to find licensing information for vendors not licensed by your agency.
- From **Searches/Logs**, select **Title IVE Per Diems for Group Facilities and Search**.
 - The **Sub Code** identifies which service the IV-E per diem is for when a facility provides multiple services.

Services Offered

The screenshot shows the 'Services Offered' folder selected in the left-hand tree view. The main window displays a 'New' form with the following fields:

Code	Service Description	1099
116	Transportation	No
		No

The 'New' form includes the following fields:

- Filter Service by BRASS Program Area: [Dropdown]
- Service: [Dropdown]
- 1099 Indicator: [Dropdown, set to No]
- Client Will Serve Preferences: [Dropdown]

Below the form is a section for 'County Sub-Services' with an empty table.



Enter New Service Offered:

1. Select the **Services Offered** folder in the Tree View and access the **Action** menu.
2. Select **New Service Offered**.
3. Select the **BRASS Program area** from the drop-down menu.
4. Select the **Service** and complete the **1099 Indicator** and **Client Will Serve Preferences** drop-down menus.
5. **Save**.



Add County Sub-Service to a Service Offered:

1. Select the service in the grid, access the **Action** menu, and select **Add Existing County Sub-Service**.
2. Search for County Sub-Service and click the **Select** button.
3. **Save**.



Hint: County Sub-Services are created in SSIS Admin.